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Be aware: HCM shift differential codes have changed [1]



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Some CU employees work irregular shifts — weekends, evenings, overnight and holidays. On July 1, these shift categories were consolidated and the pay differentials (a percentage over their base pay) were updated.

Importantly, separate codes for health care positions have been eliminated and shift differentials for health care workers will instead be categorized the same as other eligible employees.

Each new consolidated category includes shift codes for employees based on their pay status: salaried employees, hourly employees and those working overtime.

Active shift codes and new rates

New shift differential codes and rates are effective July 1, 2022. There are no longer different codes for health care.

For all employees eligible for shift differentials:

- Second shift differential of 7.5%
    - Shall be paid for all hours worked when half or more of the scheduled work hours fall between 4 p.m. and 11 p.m. Monday through Thursday
        - Code SHF – Second Shift Salaried
        - Code SHH – Second Shift Hourly (7.5% + Base)
        - Code SHT – Second Shift Overtime (7.5% + Base + Overtime)
- Third shift differential of 14%
    - Shall be paid for all hours worked when half or more of the scheduled work hours fall between 11 p.m. and 6 a.m. Monday through Thursday
        - Code 3SS – Third Shift Salaried
        - Code 3SH – Third Shift Hourly (14% + Base)
        - Code 3ST – Third Shift Overtime (14% + Base + Overtime)
- Weekend shift differential of 20%
    - Shall be paid for all hours worked when more than half of the scheduled shift hours fall on a weekend shift that starts at 4 p.m. Friday evening through 6 a.m. Monday
        - Code 3HW – Weekend Shift Pay – Salaried

        - Code 3SW – Weekend Shift Pay – Hourly (20% + Base)
        - Code 3OW – Weekend Shift Pay – Overtime (20% + Base + Overtime)

For overtime-eligible classified staff: Overtime-eligible classified staff required to work a recognized holiday may choose one of the following:

- Move the holiday to a different time, OR
- Receive time and a half for the time worked on the holiday
    - Holiday Premium Pay of 50%
        - Code 2HW – Holiday Shift Pay – Salaried
        - Code 2SW – Holiday Shift Pay – Hourly (50% + Base)
        - Code 2OW – Holiday Shift pay – Overtime (20% + Base + Overtime)

All other employees required to work on a holiday will continue to utilize their holiday on a different day.

Stop use of discontinued shift codes

Some shift codes previously used by employees have been discontinued. Any employee who has logged the below codes since July 1 will need to amend their time to reflect one of the active HCM shift codes listed above.

Discontinued HCM shift codes:

- Second shift differential for C-Class and equivalent
    - Code 2OT – Second Shift OT Weekday Health care
    - Code 2SH – Second Shift Hourly Weekday Health care
    - Code 2SP – Second Shift Weekday Health care
- Third shift differential for C-Class and equivalent
    - Code 3HH – Third Shift Hourly Weekday Health care
    - Code 3OT – Third Shift OT Weekday Health care
    - Code 3SP – Third Shift Nurses
- First shift weekend and holiday differential for C-Class and equivalent
    - Code 1HW – First Shift Holiday/Weekday Health care
    - Code 1OW – First Shift OT Holiday/Weekday Health care
    - Code 1SW – First Shift Hourly Holiday/Weekday Health care

Classified Staff [3], HCM [4], Shift Differentials [5]
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